

## Registration Form

Request for a place at the Stephen Perse Foundation

Please complete all sections of this form and return to [admissions@stephenperse.com](mailto:admissions@stephenperse.com) AFTER paying the Registration Fee by bank transfer (see page 10). We need the below information to be able to process your application for a place for your child. If you have any problems, please do not hesitate to contact us.

Information which is mandatory for you to provide is indicated below by a \*. If you do not complete the mandatory sections in full this may jeopardise or delay your application.

<b>Your child</b>				
<b>Legal surname*</b>				
<b>Legal first name(s)* (underline preferred name)</b>				
<b>Middle name(s)</b>				
<b>Preferred first name</b>				
<b>Date of birth*</b>				
<b>Address* (including postcode)</b>				
<b>Legal gender*</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Nationality				
<b>Does your child hold British Citizenship?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If your child does not hold British Citizenship please state their nationality.*</b>				
<i>Please also see the notes on Page 7 of this registration form.</i>				
<b>What is your child's first language (if not English)? *</b>				
<b>Other languages spoken at home *</b>				
<b>IELTS level (if known) (non-native English speakers only)</b>				



## Scholarships

We offer a range of scholarships to pupils at the Senior School and Sixth Form College. More information and application forms are available on our website:

<https://www.stephenperse.com/scholarships>

To apply for a scholarship, please complete the relevant form(s) and return with this completed registration form.

I/ We are applying for a scholarship for my /our child	Yes		No	
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## Finance assistance with School fees

We offer means tested financial assistance for families of limited means, subject to availability and the admission requirements of the Foundation. *We are only able to offer financial assistance to UK residents.* Further information is available on our website:

<https://www.stephenperse.com/admissions/financial-assistance>

Please contact admissions to request a Financial Assistance/ Bursary application form.

I/ We are applying for means tested assistance with School Fees	Yes		No	
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## Parental Responsibility (Both parents with parental responsibility must complete and sign the application form).

### First signatory<sup>1</sup>

<b>Title</b> *(e.g. Dr Mr, Mrs, Ms)				
<b>Full name</b> *				
<b>Do you have legal parental responsibility?</b> *2	Yes		No	
<b>Relationship to child</b> *				
<b>Contact telephone number</b> *	Mobile		Home	
<b>Email address</b> *				

<sup>1</sup> The first signatory will be registered as the first point of contact for all Foundation communications.

<sup>2</sup> Parental responsibility is defined by the Children Act 1989 - <http://www.legislation.gov.uk/ukpga/1989/41/section/3> - as "all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property". It equates to legal responsibility for the student. If you have any doubts about whether you do or do not have parental responsibility for the student you may wish to seek legal advice.

<b>Address*</b> (if different to child's)	
<b>Occupation</b>	
<b>Employer's business name and address</b>	

Where a second signatory is not provided please complete supplementary form.

<b>Second signatory</b>			
<b>Title *(e.g. Dr Mr, Mrs, Ms)</b>			
<b>Full name*</b>			
<b>Do you have legal parental responsibility?#2</b>	<b>Yes</b>		<b>No</b>
<b>Relationship to child*</b>			
<b>Contact telephone number *</b>	<b>Mobile</b>		<b>Home</b>
<b>Email address*</b>			
<b>Address*</b> (if different to child's)			
<b>Occupation</b>			
<b>Employer's business name and address</b>			

<sup>1</sup> The first signatory will be registered as the first point of contact for all Foundation communications.

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**Other people with parental responsibility\***

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. This may be a legal guardian or step parent (but NOT an Education Guardian) and their consent to the child attending the Foundation will be required if an offer of a place is made.

<b>Title</b>	
<b>Full name</b>	
<b>Address (including postcode)</b>	
<b>Relationship to child</b>	

**If someone other than the first and second signatories is to pay the School fees for your child please provide below their Title, Full Name, Address, Contact Email and Phone Number, and Relationship to your child.**

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**Connections with the Foundation**  
Please mention here the names of any other members of the family who attend / attended the Foundation or registered for entry, or any other connection with the Foundation.

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**Please indicate how you first heard of the Foundation**

<b>Local reputation</b>		<b>Present school recommendation</b>		<b>Friends</b>		<b>Advertisement</b>	
<b>Website</b>		<b>Other (please give details)</b>					

**Please tell us why you have chosen the Stephen Perse Foundation**

**Please state the name and address of your child's present school for children already at school or in another setting or settings. (with dates of attendance)**

**Name and Address of school \***

**Dates of attendance\***

**Name and email address of Head\***

**Please outline any of your child's key interests both inside and outside school**

### **Confidential Information**

**SEND Requirements - Does your child have any SEND requirements?  Yes  No**

**Medical Conditions - Does your child have any medical conditions?  Yes  No**

***Please complete Confidential Information\* on page 10, if applicable, in order to assist us with making any special arrangements which are required for Foundation visits and/or entrance assessments. Please also submit any supporting documents.***

## Right to study in the United Kingdom

For non-British/non-EU/non-Swiss passport holders only

If your child is a national resident of a country in the EEA or Switzerland, or if you have provided a home address for correspondence in the EEA or Switzerland, please note that the Foundation is required to take steps to ascertain that your child has permission to be in the UK.

Please note that we reserve the right to:

- a) request further information and sight of documentation in support of your declarations regarding immigration; and
- b) to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

The Foundation may be required to notify and / or supply information relating to your (i.e. the parents') and / or your child's right to enter, reside and / or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

I enclose a copy of my child's passport showing all personal identity details (including biometric details), leave stamps, or immigration status document including period of leave to remain (permission to stay) in the UK	Click to Pick an Option <input type="radio"/> yes <input type="radio"/> no
I enclose a copy of any residence permit issued in the name of my child	<input type="radio"/> yes <input type="radio"/> no
My child requires sponsorship from the Foundation in order to obtain a student visa to study in the United Kingdom <b>this applies to the Sixth Form only.</b>	<input type="radio"/> yes <input type="radio"/> no

## Educational Agent

If you have registered with an Educational Agent please give details of the agent or tick the No Agent box.

No Agent

<b>Agent Name</b>	
<b>Agent email address</b>	
<b>Agent Tel/Mobile number</b>	

## Notes

Offers of places are subject to availability and the admission requirements of the Foundation at the time offers are made. A copy of the Foundation's Terms and Conditions will be supplied on request.

How we will use the information provided in this form:

This information will be used by the Foundation during the admissions process in order to manage and assess your application and your child's suitability for a place at the Foundation.

### For example:

- a) we will contact your child's current or previous school to ask for a reference, including asking for information about any special educational needs your child may have and whether any school fees are outstanding (if applicable);
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we will contact other people with parental responsibility to check that they consent to your child joining the Foundation;
- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit the Foundation or during any entrance assessments and subsequently if they are offered a place;
- e) We may share your information with credit reference agencies. We may also need to share information with UKVI as explained above.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the Foundation will use your information, and your child's information, please see our pupil privacy notices and our parent privacy notice. These documents are published on the Foundation's website:

<https://www.stephenperse.com/page/?title=Privacy+notices&pid=1212>. If your child is aged 12 years or older please show him / her a copy of the pupil privacy notice and discuss it with him / her.

## Declaration

1. I/We request that my / our child named above is registered as a prospective pupil.
2. A copy of my / our child's passport showing all personal identity details (including biometric details, leave stamps, or immigration status document including period of leave to remain (permission to stay) in the UK is enclosed (for a child who does not hold a British passport or who is a citizen of the EEA or Switzerland).
3. I/We have paid by bank transfer the non-refundable Registration Fee of £200 / £500 to the Foundation on \_\_\_\_\_ (date of transfer) with my CHILD'S NAME as reference, before returning this completed Registration Form duly signed by me / us<sup>3</sup>.



4. I/We have included a copy of the bank transfer payment confirmation with this application.

Standard registration fee (for all schools and applicants, except for those who require a student visa)	£200
Student visa registration fee, applies to International applicants only (see page 7)	£500

## Payment

Please use the following format for the reference **[School site e.g. Senior School][Nature of payment e.g. Registration Fee][CHILD'S NAME]** as the reference.

**The Foundation's bank details are as follows:**

Account name: The Stephen Perse Foundation

Bank: Lloyds Bank plc

Bank account number: 34647068

Sort Code: 30-13-55

IBAN Code: GB24 LOYD 3013 5534 647068

Swift Code: LOYD GB 21035

<b>Signatories</b>	<b>First signatory</b>	<b>Second signatory</b>
<b>Signature*</b> (if completing this form digitally, please type full name as an equivalent to a written signature)		
<b>Name in full*</b> (this refers to the signatory, not the child - please include all names)		
<b>Date of birth</b> (this refers to the signatory, not the child - optional)		
<b>Relationship to child*</b>		
<b>Date*</b>		

<sup>1</sup> The Registration Fee reflects the costs incurred by the Foundation in administering the admissions process before the offer of a place is made and is non-refundable irrespective of whether or not the registered student actually attends the entrance tests.

## \*Confidential Information Form

All information received in this form will be treated in confidence.

<b>Child's full name</b>	
<b>Name of first signatory</b> (as appears on the registration form)	
<b>Name of second signatory</b> (as appears on the registration form)	

Please disclose any medical condition, health problem or allergy affecting your child.

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:-

- learning difficulty
- special educational need
- disability
- behavioural, emotional and / or social difficulty.

The information provided in this form will enable the Foundation to consider any adjustments that it may need to make to assist your child to partake in the Foundation's admissions procedure or when they enter the Foundation.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the Foundation has contractual and statutory duties towards your child. For more information about how the Foundation will use your information, and your child's information, please see our pupil privacy notices and our parent privacy notice. These documents are provided with the letter of offer and published on the Foundation's website:

<https://www.stephenperse.com/page/?title=Privacy+notices&pid=1212>.

Confidential Information form (please enter any relevant inform here):

